



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

January 29, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC SOCIAL SERVICES: RECOMMENDATION TO
APPROVE OUT-OF-STATE TRAVEL EXPENSES FOR THE COMMUNITY
SERVICES BLOCK GRANT COMMUNITY ACTION BOARD TO ATTEND THE
NATIONAL COMMUNITY ACTION FOUNDATION 2008 ANNUAL LEGISLATIVE
CONFERENCE IN WASHINGTON, DC FROM MARCH 5 – MARCH 7, 2008**

**(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the out-of-state travel expenses up to a maximum amount of \$4,303 for two members of the Community Action Board (CAB) to attend the National Community Action Foundation (NCAF) 2008 Annual Legislative Conference in Washington, D.C. from March 5-7, 2008.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Community Services Block Grant (CSBG) Program is administered by the Department of Public Social Services (DPSS), which serves as a local Community Action Agency. The CAB is a mandated oversight board under Federal law and generally oversees the implementation of the various social service poverty programs funded with the County's CSBG allocation. The CAB was established by Board Order No. 107 on December 18, 1979, and serves as your Board's 15-member advisory body for the CSBG program. The CAB conducts public hearings and community needs assessments, evaluates program effectiveness, and establishes

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

"To Enrich Lives Through Effective And Caring Service"

program priorities. By attending this conference, the attendees will be able to represent Los Angeles County, meet our elected officials, discuss legislative strategies to enhance the CSBG program, and trade viewpoints with other Community Action Agencies.

County Code Section 5.40.132 mandates that prior approval of CAB expenses to travel outside the state be granted by your Board.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal 5: Children and Families' Well-Being, as measured by achievements in the five outcome areas adopted by your Board: good health; economic well-being; safety and survival; social and emotional well-being; and education/workforce readiness.

FISCAL IMPACT/FINANCING

The total estimated out-of-state travel expenses of \$4,303 (Attachment) have been budgeted by the CAB and will be funded with available federal CSBG funds. There is no impact on net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

County Code Section 5.40.132 specifies that CAB members' out-of-state travel expenses are to be funded with federal CSBG funding. The State Department of Community Services and Development has confirmed that this out-of-state travel to attend the NCAF 2008 Annual Legislative Conference in Washington, D.C., is an appropriate use of CSBG funds.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

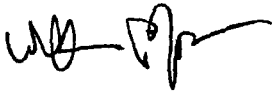
Approval of the recommended action will enable the CAB to become better educated on best practices for community action. The attendees will also be able to discover new strategies and share experiences with other Community Action Agencies which will allow for a more efficient program and potentially enhance services to the poverty level residents in Los Angeles County.

Honorable Board of Supervisors
January 29, 2008
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CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter to the Director of DPSS.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a stylized flourish at the end.

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SRH:MS
GP:JB:ap

Attachments (2)

c: County Counsel
Auditor-Controller
Executive Officer, Board of Supervisors
Department of Public Social Services
Community Action Board

Attachment

**Estimated Out-of-State Travel Expenses for the
National Community Action Foundation
2008 National Legislative Conference
in Washington, DC from March 5–7, 2008**

Expense	Estimated Amount
Convention Registration*	\$975
Accommodations (3 nights)	\$1,236
Air Fare	\$1,034
Meals	\$480
Airport Shuttle/Parking	\$200
Incidentals	\$378
Grand Total	\$4,303

* The \$975 for Convention Registration is for 2 persons; the 1st person is \$500 and the additional person is \$475.

Note: All amounts are estimated costs for two Community Action Board members to attend the NCAF 2008 National Legislative Conference in Washington, DC from March 5–7, 2008.

The airfare is based on seven-day advance purchase, round-trip rate quotes obtained through DPSS' travel vendor. In order to attend the first day of the conference, a three night hotel accommodation is necessary due to flight patterns and time zone differences.

Amounts for accommodations, meals and airport shuttle costs are based on maximum allowable daily reimbursements, per Auditor-Controller policy.



2008 ANNUAL LEGISLATIVE CONFERENCE

March 4 – 7, 2008

Location:

Hyatt Regency Washington on Capitol Hill
400 New Jersey Avenue, NW
Washington, DC 20001
(202) 737-1234 or (800) 233-1234 for reservations

Featuring:

Pre-Conference Workshop on Tuesday, March 4, 2008
Hosted by David Bradley
"How Congress Works: The Legislative and Appropriations Process"

For conference details, please visit our website at www.ncaf.org or call us at (202) 842-2092. Please remember to take advantage of "Early Bird" discounts by registering by January 11, 2008!



2008 NCAF Legislative Conference - At-A-Glance Tentative Agenda

Hyatt Regency on Capitol Hill, Washington DC

Tuesday, March 4, 2008: Pre-Conference Workshop

Pre-Conference Registration Hours - 8:00 a.m. - 5:00 p.m.

9:00 a.m. - 5:00 p.m.

Pre-Conference Workshop - "How Congress Works: The Legislative and Appropriations Process"

This workshop is a primer for anyone who wants to learn more about Congress and it a must for anyone who wants to learn about advocacy. This workshop explains how a bill becomes a law and how the budget and appropriations processes work. The session explores the role of the White House, key federal agencies and the Congress in enacting legislation governing our nation. Many of the basic questions, often asked by Community Action staff, are discussed.

BREAKFAST, LUNCH AND REFRESHMENT BREAK WILL BE SERVED TO PRE-CONFERENCE PARTICIPANTS.

Wednesday, March 5, 2008: Legislative Conference - The Johnson Presidency

Registration Hours - 9:00 a.m. - 5:00 p.m. - Regency Foyer

11:00 a.m. - 1:00 p.m.

Club 199 Brunch, Guest Speaker, TBA
(OPEN TO PREPAID 2008 CLUB 199 MEMBERS ONLY)

2:00 - 5:30 p.m.

Opening Session - Regency Ballroom
Panel on the Johnson Presidency

6:30 - 8:30 p.m.

CAP-PAC Reception
Tickets: \$50 (free to Club 199 members)
Entertainment: TBA

Thursday, March 6, 2008: Legislative Conference - Current Administration

Registration Hours - 7:00 a.m. - 2:00 p.m.

7:00 a.m. - 12:00 p.m.

Awards Banquet Breakfast & General Session
Regency Ballroom

Lunch on Your Own

Afternoon

Hill Visits

Friday, March 7, 2008: Legislative Conference - The Future Administration

Registration Hours - 7:00 a.m. - 10:00 a.m.

7:30 a.m. - 12:00 p.m.

General Session with Continental Breakfast
Regency Ballroom

12:00 noon

Adjournment



Local Ground Transportation

Ronald Reagan National Airport (DCA) (8 miles)

Metro Transit Fares: \$1.35 - \$3.90

One-way to Union Station – approx. 22 minutes

One-way to Judiciary Square approx. 20 minutes

Airport Taxi – Fare approx. \$20.00 per person

Baltimore/Washington International Airport (BWI) (29 miles)

Super Shuttle – Fare Approx. \$35.00 (Phone #800-BLUE VAN (258-3826))

Local Taxi – Fare Approx. \$79.00

MARC Rail to Union Station – Fare approx. \$9.00 one-way (weekdays only)

Amtrak - \$20.00 to \$24.00 one-way (Free Shuttle service from Airport to Train Station, take the Penn line.)

Dulles International Airport (IAD) (31 miles)

Super Shuttle – Fare Approx. \$27.00 (Phone #800-BLUE VAN (258-3826))

Washington Flyer Taxi – Fare approx. \$54 one-way

Metro Transit Express Bus – Fare \$3.00 – Regular schedules to downtown Washington, DC

Local Transportation

Metro transit bus & rail – one-way fares non-rush hour \$1.25 to \$3.00 (one day pass \$3.00 – good all day)

Local taxis

Hotel Information

Hotel Cancellation Policy – (applies to both the Hyatt and the Holiday Inn)

Individual names must be provided for each reservation even if multiple reservations are made by a single payer. Cancellation of a reservation after January 4, 2008 but prior to February 7, 2008 shall be charged for one night's stay. Cancellation of any reservation after February 7, 2008 shall be charged for all nights originally reserved.

Please refer to the NCAF Conference at each hotel when registering.

CONFERENCE HOTEL:

Hyatt Regency Washington on Capitol Hill

400 New Jersey Avenue, NW

Washington, DC 20001

(800) 233-1234 or (202) 737-1234

Room rates: \$285.00, single room plus tax, \$310.00 double occupancy room plus tax, \$335 triple occupancy room plus tax, \$360 quadruple occupancy plus tax. Rates and availability cannot be guaranteed after February 7, 2008 at 5:00 p.m. EST. For your convenience, please make your hotel reservations by using the Hyatt's online Passkey link: https://resweb.passkey.com/Resweb.do?mode=welcome&el_new&eventID=59163

OTHER NEARBY HOTEL OPTIONS:

Holiday Inn on the Hill (located directly across the street from the Hyatt)

415 New Jersey Avenue, NW

Washington, DC 20001

(202) 638-1616

Room rates: \$239.00, single room plus tax and \$259.00 double occupancy room plus tax. Rates and availability cannot be guaranteed after February 4, 2008 at 5:00 p.m. EST



Register Today for the 2008 NCAF Annual Legislative Conference!

REGISTRATION INFORMATION:			
(Please print or type and copy additional forms for each attendee)			
First Name:		Last Name:	
First Name as it should appear on name badge:		Title:	
Organization:			
Mailing Address:			
City:	State:	Zip:	Phone:
Email:		Fax:	
CONFERENCE REGISTRATION			
		AMOUNT	AMOUNT PAID
EARLY BIRD: (Until January 11, 2008)		\$450.00	
REGULAR REGISTRATION: (January 14 – February 25, 2008)			
First Attendee from Organization		\$500.00	
Additional Attendees from Organization		\$475.00	
Please indicate First Attendee's Name:			
LATE REGISTRATIONS: (After February 26, 2008)		\$625.00	
PRE-CONFERENCE: David Bradley's "How Congress Works – The Legislative & Appropriations Process"		\$250.00	
COMBINED REGISTRATION FOR THE LEGISLATIVE CONFERENCE AND PRE-CONFERENCE WORKSHOP (RATE PER ATTENDEE)		\$625.00	
PAYMENT INFORMATION			
Check Enclosed (FEIN # 52-1219782)	Purchase Order #	Credit Card (Visa/MasterCard only)	
		Cardholder Name:	
		Credit Card #:	
		Signature:	
		Expiration Date:	

Send Order Form and Payment to:

NCAF – Annual Conference, 810 First Street, NE – Suite 530, Washington, DC 20002

CANCELLATION POLICY – PLEASE READ CAREFULLY!!

NCAF will accept cancellations of conference registrations received before 5:00 p.m. Eastern Standard Time on February 25, 2008. There is a \$100.00 cancellation fee. NCAF will waive the fee for emergencies, on a case-by-case basis. After February 26, 2008, the full registration fee is due. Substitutions will be accepted at any time, but notice is appreciated!



AD/SPONSOR/EXHIBITOR ORDER FORM

Organization: (Please do not use abbreviations or acronyms, type or print clearly)

Mailing Address:

City:

State:

Zip:

Business Phone:

Business Fax:

Contact Person:

Title:

Email:

ADVERTISEMENTS

Size:	Amount:	Amount Paid:
Inside Cover Page	\$2,000.00	
Full Page	\$ 800.00	
Half Page	\$ 500.00	
Quarter Page	\$ 300.00	

SPONSOR EVENTS

(You may sponsor all or portions of any of the events listed below.)

Event:	Amount:	Amount Paid:
Refreshment Break	\$ 4,500.00	
Thursday Awards Breakfast	\$10,000.00	
Friday Morning Breakfast	\$ 6,000.00	
CAP-PAC Reception	\$15,000.00	

EXHIBITORS

Fee includes: one conference registration, a quarter page advertisement, and an 8" long exhibit table. Please include a 25-word description of your product or service.	Amount:	Amount Paid:
	\$800.00	

PAYMENT INFORMATION

Check Enclosed (FEIN # 52-1219782)	Purchase Order #	Credit Card (Visa/MasterCard only)
		Card Holder Name:
		Credit Card #:
		Signature:
		Expiration Date:

Please submit all artwork at 300 dpi in any of the following formats:

Jpeg, tiff, bmp, wmf, Photoshop, Illustrator, or camera-ready art. Color ads will be accepted. Deadline for submission of artwork is 5:00 p.m. EST on February 9, 2008. Please email ads to kelliebaker@ncaf.org.

Send Order Form and Payment to:
NCAF – Annual Conference
810 First Street, NE – Suite 530
Washington, DC 20002